



## SECTION 3

# Deferred Maintenance Backlog Reduction Plans For Capital Preservation Projects

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## 3.1 Maintenance backlog reduction plans

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State law (RCW 43.88) requires a strategic plan for reducing backlogs of maintenance and repair projects to be included in the capital budget.

### **Purpose of the backlog plan**

Deferred maintenance backlog reduction plans have several goals, namely to:

- Promote proper preservation of state facilities
- Ensure maintenance is not reduced during periods of decreasing resources
- Identify and prioritize maintenance to best utilize resources
- Decrease deferral of maintenance so capital renewal is not required to restore a facility to its service delivery condition
- Establish quality standards for maintenance appropriate for the agency and the facility's intended use.

### **Plan contents**

The plan shall include:

- Prioritized list of specific facility deficiencies and capital projects to address the deficiencies
- Cost estimates for each project
- A schedule for completing projects over a reasonable period of time
- Identification of normal maintenance activities to reduce future backlogs
- Identification of operating budget resources available to complete all the identified activities.

There is no prescribed format for the plan, but it should allow for a clear understanding of the project (or types of projects) proposed for completion in each time period in priority order. There must be an obvious link between the projects in the preservation lists and the deferred maintenance backlog reduction plan.

**Prioritization process** Agencies must develop prioritization criteria that reflects agency needs. These criteria shall be clearly identified in the plan.

## 3.2 Facility Assessments

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### **Agencies should conduct formal facility assessments**

Agencies should conduct formal facility assessments or audits to provide a framework for developing a long-term plan to meet their deferred facility and infrastructure needs. These assessments should assist agencies in responding to the facility inventory requirement due in June. A comprehensive approach would include the following activities:

- Identifying specific facility or infrastructure deficiencies in a manner that is updated and consistent over time.
- Ranking facility and infrastructure preservation needs according to physical condition and performance. Identify facilities or systems that should be abandoned.
- Defining specific capital preservation projects ranked in priority order that reduce the amount of deferred preservation.
- Developing cost estimates for these capital preservation projects.
- Preparing a schedule for completing projects in a reasonable period of time.
- Identifying revenue sources and timing of expenditures that are dedicated to deferred maintenance backlog reduction.
- Specifying appropriate ongoing maintenance activities funded in the operating budget that keep facilities and systems at acceptable levels of performance.